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OGC 68-1759

12 September 1968

MEMORANDUM FOR: Records Management Board

VIA:

[REDACTED]  
Records Officer, DCI Area

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SUBJECT: Purge of Records - Office of General Counsel  
Initial Report to the Board

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1. [REDACTED] will be the person responsible for the records purge and follow-on procedural improvements for the Office of General Counsel. In her absence, however, this initial report is being made.
  
2. The Office of General Counsel presently has some 58 cubic feet of material at Records Center falling under Code 1 (Permanent); and 2 cubic feet under Code 2 (Convenience File). Under Code 3 (Indefinite), we have nothing. Before retiring material to the Records Center, the files are very carefully gone through and all duplicate copies, notes, etc. destroyed. The material presently under Code 1 consists of correspondence, reports, and other papers which document opinions and decisions relating to legal matters in connection with the official business of the Agency, proposed and existing legislation affecting Agency activities, and the interpretations of Public Laws, Executive Orders, and other regulatory issuances as they pertain to CIA. Bound copies of legal decisions which establish precedent for future determinations; copies of selected legal opinions relating to decisions rendered for OSS, SSU, CIG, and CIA are also included. A Project File consisting of records which document the legal aspects of specific covert projects are included. The material under Code 2 contains copies of outgoing correspondence maintained for convenience of reference.

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3. The Office of General Counsel is in the position of having to retain for permanent retention all material covered under Code 1. We have reexamined this policy and still feel it must be retained. We do not feel the records presently under Code 1 should be changed. However, the material under Code 2 will be further examined and studied and a decision made as to destruction of this material. We would hope a decision would be made by the end of October.

4. No one from this Office has visited the Records Center recently to go over the material stored there. This too we would hope to accomplish in the very near future.

5. The question of microfilming the material forwarded to Records Center was considered and gone into a few years ago but was found to be too expensive. We will in the future carefully screen everything going to Records Center for permanent retention. In addition, careful examination will be given to making sure that anything now in Records Center that could be destroyed will be so destroyed. The Records Officer for the DCI Area will be kept apprised of our efforts to reduce the volume of retired office records.

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*[Signature]* Acting General Counsel

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